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**DEPARTMENT OF THE NAVY
U.S. NAVAL AIR FACILITY, ATSUGI, JAPAN
FLEET & FAMILY SUPPORT CENTER
PSC 477 BOX 32
FPO AP 96306-1232**

Welcome to NAF Atsugi!

On behalf of our entire FLEET & FAMILY SUPPORT CENTER (FFSC) staff I wish to welcome and congratulate you on receiving orders to our U.S. military and civilian community located in the Land of the Rising Sun. We sincerely hope you are viewing this set of orders as the beginning of a great adventure and exciting opportunity. This booklet is designed to make your upcoming move easier and less stressful. We are also prepared to provide support assistance and information if you are transferring to Naval Support Facility Kamisaya, or U.S. Marine Corps Camp Fuji.

I ask you to visit your nearest Navy or Marine Corps FLEET & FAMILY SUPPORT CENTER (U.S. Air Force Family Support Center or U.S. Army Community Services if you are currently serving on board another services facility). Request a copy of the NAF Atsugi Standard Installation Topic Exchange Service (SITES) booklet, and to view the video on NAF Atsugi, if they have the video available. SITES contain up-to-date information on our base, the community, education, jobs, medical and dental, housing, and relocation and support services. You may also access the SITES from your home or work computer at www.dmdc.osd.mil/sites. The SITES program is updated quarterly to keep the information current.

Please make full use of **Countdown to a Smooth Move** checklist you will find in this packet. This is a checklist tailored for your move to NAF Atsugi. Following the steps outlined in this checklist will go a long way to making this move as efficient and stress-free as possible.

The most important factor in a Smooth Move PCS evolution is reliance on a **sponsor**. Your **sponsor** can provide a wealth of knowledge about NAF Atsugi. Your sponsor can research specific questions for you and make necessary reservations and other preparations for your arrival. Once you are in Japan the true value of a good sponsor will be evident, as your sponsor assists you in acclimating to your new environs. Remember, for your sponsor to be most effective you must keep him/her apprised of your schedule and travel plans.

If you have not as yet received notification or contact from your sponsor, contact your receiving command's Sponsor Coordinator right away. If you run into difficulties in acquiring a sponsor please feel free to contact our Relocation Assistance Program Specialist, who will work with your receiving command on your behalf.

Following your arrival in Japan, FFSC provides a wide range of indoctrination classes and training opportunities to help you assimilate to your new life in Japan. Most important of these are the Area Orientation Briefing (AOB) and our Intercultural Relations (ICR) class.

While these two classes are mandatory for all military and civilian employees arriving in Japan, they are extremely beneficial and highly recommended for attendance by spouse's and all other family member's, age 10 and over. You may enroll for them at the FFSC upon your arrival.

Our staff understands the many problems and inconveniences posed by the mobile military lifestyle, and are prepared to help you in many, many ways. We are an integral component of the overall support network here at Atsugi. Please allow us to assist you during this PCS process and throughout your entire tour of duty in Japan.

FFSC is located in the Resource Center, directly across the street from the Navy Lodge, and only one block from the Central Billeting Office. We look forward to meeting you, and receiving any feedback you may want to provide us on ways of improving the contents of this welcome aboard package. Help us in tailoring it to best meet the pre- and post-arrival needs of relocating personnel and their families. For more information about our services and programs, or for immediate assistance with your PCS, our numbers are (DSN) 264-3628/4189; (Commercial) 011-81-6160-64-3628/4189; (FAX) 011-81-6160-64-3241; or (Email) Fscm@atsugi.navy.mil look for us on the Atsugi web page www.atsugi.navy.mil/ffsc. Sayonara for now. We wish you the best over these next hectic weeks and months as you prepare for your transfer.

Sincerely,

Dr. William Clark
Director

NAF Atsugi has a long history in Japan

The 1,249 acres of Naval Air Facility Atsugi lies in the heart of the Kanto Plain on the main island of Japan, Honshu. The base was originally built in 1938 by the Japanese Imperial Navy as Emperor Hirohito's Kamikaze Naval Air Base. The base handled 48 carrier fighters who flew out to ships ported at Yokosuka and 12 night fighters used to defend the skies over the Kanto Plain. This base was used to train the Emperor's pilots

The 302nd Naval Aviation Corps, who, flying their Zero and Gekko fighters, were the most formidable factor in Japan's air defense during World War II, as was the 1st and 2nd Sagamino Naval Air Group.

The Atsugi Airdrome, as it was called then, under Commander Yasuna Ozono, was the top aviation base in Japan and only the best pilots flew from here. But despite their efforts on August 15, 1945 Emperor Hirihto announced to the world that Japan would surrender unconditionally. Hearing this, Ozono and the Kamikaze pilots, who vowed to defend mainland Japan "to the end," revolted and held the base captive for seven days. Realizing that surrender was a reality the Kamikaze pilots took off in 33 planes for their final destination known only to themselves and God.

General Douglas Mac Arthur landed at Atsugi, August 30, 1945, in his C-54, the "Battan" to accept the formal surrender and to assume the duties as military Governor of Japan. By the end of that day more than 8,000 troops in 123 planes had completed the move from Okinawa to mainland Japan. The war was over.

During the next five years the Army as storage area used the base, and very little effort was spent to maintain

the buildings and grounds. At the outbreak of the Korean War, June 25, 1950, the Navy as its major Naval Air Station in the Far East selected Atsugi. Seabees arrived in October and found the station in a complete state of disrepair. Base restoration and development began immediately.

NAS Atsugi was commissioned, December 1, 1950. Three officers and fifty enlisted men were on hand to hear Caption R.C. Sutliff, USN, read his orders as the new commanding officer. January 1951 brought Patrol Squadron Six to Atsugi as the first squadron operating from the station. They were followed shortly by a detachment of Fleet Aircraft Service Squadron 120.

By November 1951, the first family members arrived. Recreational facilities were added, including a bowling center, Station Theater and a swimming pool—all still in use today. During the 1950,s and 60's many units flew out of Atsugi. At one point there were as many as 250 aircraft here, by comparison, Carrier Air Wing Five, air wing for the USS Kitty Hawk (CV 63), has about 80 aircraft. By the late 1960's NAS was phasing down preparing to become a Naval Air Facility.

It was agreed that both nations and the Japanese Maritime Self Defense Force would share the base, or JMSDF, became a partner in defending freedom. The base was divided into three areas; one for use exclusively by the Navy; an area for joint use under the administration of the Navy and the third designated joint use under the administration of JMSDF. Sharing

the base allows us a great opportunity to cultivate our partnership on a daily basis and through a variety of friendship events. Atsugi officially became a Naval Air Facility, July 1971.

When USS Midway was home-ported at Yokosuka in 1972, Atsugi became a support base for her planes. The area around Atsugi also underwent a population explosion during this same time frame. In 1991 the USS Independence replaced the Midway.

Also in 1991, in consideration of the surrounding community the field carrier landing practice, was moved to the island of Iwo Jima, 650 miles away as an interim measure until another landing field could be situated within 100 nautical miles of the base.

NAF Atsugi is the only navy base in the world that has a co-located complete air wing. NAF Atsugi provides much for the Sailors, family members and employees who come aboard. We strive each day to foster good relations and friendship while maintaining the freedom we all enjoy.

COUNTDOWN TO A SMOOTH MOVE

UPON RECEIPT OF YOUR ORDERS:

- ☐ Go to your Personnel office. Get at least ten (10) copies of your orders, along with a command PCS worksheet to request a detachment date.
- ☐ Lay out a budget, planning for moving expenses you will incur.
- ☐ Notify magazines and catalogs of your change of address. If you don't yet know your new address, save all address labels from the magazines and catalogs you subscribe to; then send out Change of Address cards after arriving at NAF Atsugi.
- ☐ A Self-help relocation information center available 24-hours at the touch of your fingertips. Go to this site for a more detail description of your next command <http://www.dmdc.osd.mil/sites>
- ☐ Contact your new command, advising them of your marital status, the number of family members and any special needs you may have. REQUEST A SPONSOR! There is a designated Sponsor Coordinator in each department.
- ☐ Notify your Registrar of Voters that you are being stationed overseas and request that absentee ballots be sent to you (and your spouse) at your new command.
- ☐ Consult your Legal Officer concerning a Power of Attorney.
- ☐ Children should notify their teachers as soon as your transfer date is set.
- ☐ You may wish to have all medical/dental/eye examinations taken care of before reporting to NAF Atsugi. Medical/Dental/Eye care is available here, but demand is high, and care providers are few. Also, you may wish to purchase glasses and/or contacts prior to reporting to NAF Atsugi. These items are available but expensive in Japan.
- ☐ Make a reservation at NAF Atsugi Navy Lodge on-line at <http://www.navy-lodge.com>
- ☐ Start the passport paperwork ASAP
- ☐ Start Overseas Screening ASAP
- ☐ When detachment date has been approved, submit your travel request.
- ☐ Go to your local Navy/Marine Corp FFSC, Army Community Service Center, Air Force Family Support Center or Coast Guard Community Support Center Relocation Counselor ASAP.
- ☐ Go to Personal Property. Schedule an appointment to arrange for your shipment(s).
- ☐ Go to your Housing Office to request information on housing at NAF Atsugi.

PRIOR TO PACKOUT

- ☐ Confirm pack out dates with Personal Property. If applicable, speak with an Outbound Counselor regarding shipping pets, cars and large items. There are special weight restrictions for personnel PCSing to Japan. Items that often do not fit in Japanese apartments are large sectional sofas, king beds and formal dining sets. Personal Property does NOT have adequate storage space and, therefore, cannot offer partial delivery of household good/express shipments.
- ☐ De-junk your home. Clean out closets, drawers, storage room, under the bed, medicine cabinet, car trunks, etc. Have family competitions making each member match one another item for item. Decide what is really important, valuable and used often. What you don't own, you don't have to unpack at your new residence!
- ☐ Make a complete inventory of your possessions. Photos and/or videotape are excellent methods. Purchase additional insurance if your goods have a greater value than covered by government shipping insurance.
- ☐ If you are a member of USAA, notify them of your upcoming move. They can help you prepare.
- ☐ Make a list of all the items you wish to hand-carry to NAF Atsugi. Post this list in a conspicuous place (i.e. refrigerator) adding things as you think of them. Ensure these things are kept safely aside during all pack-out evolutions. Granted this list is extensive. The next best thing is to carry by hand.
- ☐ Regarding your pet(s), contact Camp Zama Veterinarian <http://www.usarj.army.mil/search/search.htm> (DSN: 263-5059, Commercial 011-81-3117-63-5059) for requirements & certifications. Please inform your sponsor if you are bringing pets. Or NSF Kami Seya (DSN: 265-8389)
- ☐ Make/finalize/check arrangements for actual shipping of the pet(s).
- ☐ Retrieve all loaned out items and return all borrowed items.
- ☐ Thoroughly clean all lawn implements, furniture and other shed items to ensure they are free of dirt and grass.
- ☐ Dispose of all flammable materials (sprays, paints, kerosene, gasoline, etc.)
- ☐ Set aside cleaning equipment and materials, which you do not want to have packed out.
- ☐ Separate the really special things for special handling.
- ☐ Separate all professional books and equipment from other possessions.
- ☐ Be sure to return all Library materials checked out, prior to your pack-out, to preclude their being accidentally packed up with your household effects.
- ☐ Dismantle the stereo
- ☐ Remove pictures from the walls.
- ☐ Remove all curtains and hardware.
- ☐ Secure hard disk drive units and disconnect personal computers. Place all equipment in original boxes, and put disks in protective cases.
- ☐ Check the status of your luggage, and replace or supplement.
- ☐ Purchase large, black, felt-tip marker(s), notepaper, pen/pencil, sandwich bags & trash bags for the pack out day. Keep these handy.

PACKOUT DAY

- ☐ Put everything you do NOT want packers to take in a designated "shut-off" area, such as a closet or bathroom. Label this area clearly and tell all movers up front.
- ☐ Make a separate pile for Professional items.
- ☐ Empty all trash cans before the movers pack-up.
- ☐ Make sure all dishes are clean, and out of the sink, drain and or dishwasher.
- ☐ Have the black markers handy. Label some boxes yourself. "Coffee Pot & Blender" is much more specific than "Kitchen Items."
- ☐ Follow packers when they are dismantling things such as bookshelves. Put all little "doo-dads" & "whatchamacallits" in separate sandwich bags with a note explaining their purpose. Save all these sandwich bags and put them in your "last box."
- ☐ Keep garbage bags on hand to throw/give away the last minute items you'll find.
- ☐ Ask for a few extra boxes for items to mail home.
- ☐ Be sure packers clean away all nails, etc. before they leave. Many a flat tire has been the result of nails, etc. left after a move.
- ☐ Make a separate pile for Last Box items (see Express Shipment Essentials). This box is very important. It becomes the first opened at your new residence. NOTE: DO NOT put your uniforms in your Express Shipment. You are much wiser to hand carry your uniforms. Express Shipments may NOT be accepted at the Navy Lodge. You will have to wait until you move into your new residence to accept your Express Shipment.

COUNTDOWN TO A SMOOTH MOVE

TO: All In-coming Service Members and Families

SUBJ: Countdown to a Smooth Move

The effects of the "mobile military lifestyle" are so woven into the day to day events of the military family that most people fail to see the true impact of mobility on such important issues as housing, medical examinations, closing accounts and one of the most important task, packing out management. Ultimately, the pre-departure phase is usually one of the frantic activities accompanied by positive and negative feelings. NAF Atsugi, Fleet and Family Support Center have organized a checklist counting down the events before departure to your next command. The key to relocating is planning and time management. Please utilize this checklist on a daily basis. I wish you a stress free successful pack out.

Relocation Representative Assistant

EIGHT WEEKS PRIOR TO DEPARTURE:

- ☐ If you don't have a sponsor yet, telephone your new command. Let them know this is your SECOND request. A good sponsor is essential to a good move.
- ☐ Check your Driver's License. If it will expire during your tour at NAF Atsugi, please renew it. Your American Drivers License must be current and valid to drive here.

SEVEN WEEKS PRIOR TO DEPARTURE:

- ☐ If you or a family member has any special medical needs, please register with the Exceptional Family Member Program. Also, please inform your sponsor of any special needs you may have.
- ☐ Confirm your room reservation at the NAF Atsugi Navy Lodge. Your sponsor can do this for you. You are NOT required to pay your entire bill for lodging up front. You will receive your Temporary Lodging Allowance (TLA) check every 10 days and shall then pay your lodging bill every 10 days as well.

SIX WEEKS PRIOR TO DEPARTURE:

- ☐ If you are selling your auto, begin making the arrangements.
- ☐ Sign up for the free military bus service from Narita Airport to NAF Atsugi. Your sponsor can make the reservations on your behalf.
- ☐ Continue keeping track of tax deductible moving expenses.

FIVE WEEKS PRIOR TO DEPARTURE:

Make any hotel or rental car reservations if you are taking a vacation while enroute. Please inform your sponsor of your leave address (see) and telephone number(s).

FOUR WEEKS PRIOR TO DEPARTURE:

- ☐ Pick up health and dental records from your command's medical facility. Ensure that your child's/children's immunization record is/are current.
- ☐ If planning to travel with prescription drugs, obtain a copy of the prescription or written statement from you physician. Always carry drugs in original containers.
- ☐ Ensure Navy Exchange DPP/layaway accounts are paid in full and closed.
- ☐ Pick up Change of Address (COA) cards and fill out COA Form for the Post Office. If it is close to the end of the year, send out your new address on your holiday greeting cards instead of COA cards. This will save time and postage.
- ☐ Mail Change of Address cards to all creditors (or annotate your new address on your last statement).

THREE WEEKS PRIOR TO DEPARTURE:

- ☐ If you are a USAA member, contact them to find out what insurance coverage you have for the move and what you'll need.
- ☐ Pick up educational records for each child at the appropriate school office. If you can't get the records, write down the address of the current school so the new school can write for them.
- ☐ Check the expiration dates on military ID's. Do not let them expire before you arrive at NAF Atsugi.
- ☐ Mail yourself any clothing items you want upon or shortly after arrival but do not want to carry. What you mail yourself, you DON'T have to drag around from airport to airport. It is best to hand carry all uniforms that you will need upon arrival at NAF Atsugi. You will travel in civilian clothes.

TWO WEEKS PRIOR TO DEPARTURE:

- ☐ Discontinue delivery services, such as newspapers.

ONE WEEK PRIOR TO DEPARTURE:

- ☐ Review all items retained for hand carrying.
- ☐ Say all good-byes and obtain address from friends before you go. Good "good-byes" help ease culture shock when you arrive at NAF Atsugi.
- ☐ Ensure you have picked up all laundry, dry cleaning and other items outstanding.
- ☐ Ensure that all uniforms that you will need upon arrival are packed in the suitcase that you will be carrying with you on the airplane.
- ☐ Purchase something to read during delays and while traveling. Be sure to get things for your children to keep them occupied during the trip.
- ☐ You may wish to purchase about one hundred dollars worth Japanese yen upon arrival at Narita Airport to purchase snacks or other miscellaneous items on the trip to NAF Atsugi from the airport.

ONE OR TWO DAYS PRIOR TO DEPARTURE:

- ☐ Get cash and travelers checks for spending money and other expenses.

AFTER ARRIVAL:

- ☐ Check in at your new command.
- ☐ Check in at NAF Atsugi Quarterdeck and the Customer Service Desk (CSD), located on the first floor of the White House.
- ☐ Check in at the Fleet and Family Support Center to sign up for the Area Orientation Brief (AOB) and Intercultural Relations Class (ICR) Program. The FFSC, located in the Resource Center, on the first floor can be reached at 264-3628.
- ☐ Check in at the Branch Medical Center
- ☐ Contact the NAF Atsugi Housing Office. The telephone number is 264-3795/3887.
- ☐ Contact Personal Property. The telephone number is 264-4136.
- ☐ If your family is accompanying you, please check in with your command Ombudsman. Name and telephone numbers are available from the FFSC, the Quarterdeck or the Navy Lodge.

SCHOOL CHECK-IN

1. Shirley Lanham Elementary, Grades K-6, 264-3664/3261
2. Zama American High School, Grades 7-12, Camp Zama, 263-4040.

What Do I Do Upon Arrival at the Airport?

Directions from the Airport(s)

If arriving in Japan at Yokota Air Force Base via an Air Mobility Command (AMC, formerly called MAC) flight:

A shuttle bus is available to take you to Atsugi on Wednesdays and Saturdays only. This bus leaves when all PCS, TAD, and Reserved Space-A personnel are accounted for. Call DSN 264-3900 for reservations or more information.

It is highly recommended to have your SPONSOR arrange your pick-up.

If arriving via COMMERCIAL AIR at Narita Airport/New Tokyo Intl. Airport:



NOTE: These directions are based on arrival at Airport Terminal One. That is the terminal from which the Atsugi Shuttle bus departs. If you arrive at Terminal Two, take the free Airport Shuttle Bus to Terminal One from bus stops number 8 or 18 in front of the terminal.

From Terminal one: Follow the signs inside the terminal to the Arriving Passenger area. Walk past the

Medical/Quarantine desk (if you have pets, stop here and ask for assistance). Continue around to the immigration desk. Stand behind one of the lines marked Foreign Passports (you may have to wait in a single line; if so, an agent will tell you which passport window to approach.) Be sure to complete the immigration paperwork that was given to you on the plane before getting into the passport line.

Present your passport and/or ID card, and your completed paperwork, to the officer behind the desk. With your stamped paperwork, proceed through the gate and down the stairs to the baggage claim area. Pick up your luggage and proceed to one of the long counters marked Non-Resident for Customs inspection.

After completing Japanese Immigration and Customs formalities, exit into the terminal arrival area. Turn right (regardless of the exit from Customs) and walk along the main corridor until you see a small coffee/snack stand on the left. Just past the “café” as you enter the next section of the building, you will see a very small corner counter with a phone. A small sign on the counter will identify that as the **Military Passenger Liaison** counter.

If you have made arrangements to be met at the airport, either by your **SPONSOR or a command representative**, the Military Passenger Liaison Counter is a convenient place to meet. The exit door to the street and buses is nearby. The military passenger liaison on duty (usually a US civilian) will let you use the phone to make

contact with your duty station or sponsor. Make arrangements with the liaison for free bus transportation to Naval Air Facility. There are two buses that leave Narita Airport coming to NAF Atsugi. One is at 1430 and the second is 1830. You must check in at the Military Passenger Liaison Counter 30 minutes prior to bus departure. The bus driver will escort everyone out to the bus to ensure everyone gets on the correct bus.

Personnel and family members under PCS or other official orders have priority for seating on buses. You or your sponsor can make advance reservations for the bus by calling **DSN 264-3563**, or **Commercial 011-81-6160-64-3563**. Provide the number of people in your party, the flight number, and the date and time of your arrival.

There are changing rooms and American style restrooms available in the terminal. There is also an observation deck, a convenience store and a variety of Japanese fast food stands on the fifth floor of the Central Building of Terminal One. All shops and services in Narita Airport terminal buildings require payment in Japanese currency (Yen). There is a currency exchange on the first floor of Terminal One in the arrival lobby.

USING THE LOCAL BUS SERVICE

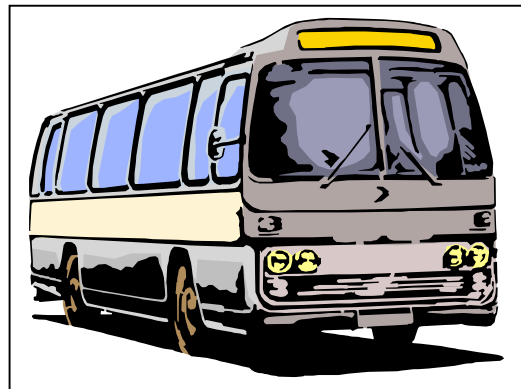
There is a Japanese bus service called the Limousine Bus (_____) Ask for the local Limousine Bus Service counter at the airport. Take a bus going to either Yokohama City Air Terminal (YCAT) or Yokohama Train Station____ The bus fair is 1,750 yen for children under 12; and 3,500 yen for anyone older than 13. There is no charge for children under 6. The bus leaves Yokohama every 20-30 minutes. The duration of the ride may vary from 2-3 hours depending on the traffic. Once at

YCAT, take a small bus that would take you to Yokohama Train Station ____ This bus leaves YCAT every 15 minutes and fares are 170 yen for adults and 90 yen for children. At the Yokohama Train Station ____, go to the West Exit ____.

****NOTE:** The bus ride from Narita Airport to NAF Atsugi may take anywhere from 3-5 hours depending on the traffic conditions.

Upon arrival at NAF Atsugi, the driver will make the following stops in this order BOQ, BEQ, the Navy Lodge and back to the Transportation Department.

****NOTE:** There are no restrooms on the bus. However, they will make only one 15-minute rest stop before arriving at NAF Atsugi. No drinks or food are allowed on the bus.



Attention Animal Owners

I. Japanese Animal Quarantine Service Regulations require that all animals entering Japan be examined to determine if they are free from communicable diseases. Animals found to be free from communicable diseases may be released to the owner's custody, subject to the restrictions discussed below:

a. **Three copies** (the original plus two copies) of the rabies vaccination certificate must accompany the animal during transit. The rabies vaccination must have been administered more than 30 days, but less than 365 days, prior to the animal's entry into Japan. Bringing puppies/kittens not old enough for the rabies shot is highly discouraged. The puppy/kitten will immediately be put in quarantine and when it reaches 90 days of age will be given a rabies vaccination and kept at the quarantine for an additional 30 days.

b. Three copies (the original, plus two copies) of the health certificate must also accompany the animal during transit. This is issued by the veterinarian, which examines your pet. The health certificate must be dated within ten- (10) days preceding the animal's arrival into Japan. (To clarify-the certificate is only good for 10 days, so plan accordingly.) Placing the above certificates in a zip lock plastic bag and taping it securely on top of the pet's cage seems to work best.

NOTE: It is suggested that you carry in your possession one copy of each certificate in case of loss.

c. **IMPORTANT: IF THE RABIES AND/OR HEALTH CERTIFICATE IS OBTAINED THROUGH A CIVILIAN VETERINARIAN, THEY MUST BE ENDORSED BY A FIELD OFFICE, U.S. FEDERAL (NOT STATE) DEPARTMENT OF AGRICULTURE. THE USDA OFFICER MUST STAMP AND SIGN EACH FORM ISSUED BY A CIVILIAN VETERINARIAN. THE SIGNATURE WITHOUT THE STAMP IS INVALID. MILITARY VETERINARIANS ARE ALREADY USDA QUALIFIED, THEREFORE ADDITIONAL SIGNATURES AND STAMPS ARE NOT NECESSARY. MOST STATES HAVE ONLY ONE FEDERAL USDA OFFICE, SO OBTAIN THE RABIES VACCINATION AND HEALTH CERTIFICATE THROUGH A MILITARY VETERINARIAN IF POSSIBLE.**

***The Embassies in Rome, Santo Domingo, (APO) Miami and Manila do not have the required stamp, therefore all dogs/cats coming from these areas can expect a very lengthy quarantine if a civilian veterinarian issued the certificates. Pets coming from the Philippines will be required to be revaccinated if a civilian veterinarian administered the rabies shot. If a United States Military Veterinarian gives the rabies shot and health certificate, there will be no quarantine providing that the rabies shot is over 30 days, but less

than a year and the dog/cat are healthy.

IT ALL SOUNDS CONFUSING, BUT
THE BOTTOM LINE IS:

**“SAVE YOURSELF A LOT OF
TROUBLE-HAVE THE RABIES
SHOT ADMINISTERED AT A
MILITARY FACILITY AND
HAVE THE HEALTH
CERTIFICATE ISSUED BY A
MILITARY VETERINARIAN.”**

II. PORTS OF ENTRY: All incoming
animals must enter Japan only through
officially designated ports, as listed and
staffed by the Japanese Animal Quarantine
Service. The seaports of entry are :

- a. Nagoya
- b. Keihin
- c. Osaka
- d. Kobe
- e. Kanmon
- f. Naha

The AIRPORTS are

- a. New Tokyo (Narita)
- b. Nagoya
- c. Osaka
- d. Fukuoka
- e. Naha

For Military AMC flights, the ports of
entry are Kadena and Yokota Air Base.
All in processing is done by members of
the Japanese Quarantine Service, or by
U.S. military (if entering from Yokota and
Kadena) and all Japanese requirements are
adhered to strictly.

III. ANIMALS TRAVELING
ALONE ABOARD
COMMERCIAL AIRCRAFT:

a. Companion animals that enter
at a Japanese International
Airport/seaport and are picked
up immediately to a domestic
flight must be processed
through the Japanese Animal
Quarantine Service at the point
of arrival.

b. When picking up your pet, you
must have a copy of your
original travel orders to prove
ownership. Letting them make
a photocopy of you I.D. in lieu
of your orders (or for any
reason) is STRICTLY
FORBIDDEN!

c. Animals, which arrive at a
Japanese International Port and
continue on to another airport in
Japan, as listed in paragraph 2
above, will be processed through
the Japanese Animal Quarantine
Service at the destination airport,
provided the animal meets all
requirements for importation into
Japan. If these requirements are
not met, the animal will be
quarantined at the point of entry.
The pet will miss the flight, and the
owner will then have to pay
quarantine costs, plus any
additional shipping expenses.

IV PROCEDURES FOR ALL PETS
ENTERING JAPAN

a. Before the animal can be
processed by Animal Quarantine
Services, the owner or his
authorized representative (Power of
Attorney required) must obtain
USFJ Form 380EJ, “Customs Free
Import or Export or Export of
Cargo or Customs Declaration of
Personal Property”. This form is

available at the Customs checkpoint at the point of entry or at the Camp Zama Veterinary Treatment Facility. It is required that three originals of USFJ 380EJ be ready if needed. More than one animal may be listed on this form, one below the other.

b. If the owner is clearly identified on the accompanying documents as being member of the U.S. Armed Forces, Japanese Animal Quarantine Service will then ensure the rabies vaccination certificate and the health certificate are complete and valid. If the rabies vaccination or the health certificate is not properly prepared, the animal will be detained for a period of not less than fourteen (14) up to one hundred eighty (180) days at a quarantine kennel. Presently there are five military operated kennels available. They are located at Yokota Air Base, Kadena Air Base, Yokosuka Naval Base, Iwakuni Marine Base, and Camp Zama Army Base. The pet owner will pay fees for any type of kennel space, including quarantine problems. All travel arrangements are the responsibility of the pet owner. If the Japanese Quarantine Service so decides, the pet may be held over at the airport to be picked up the following day (This does not happen often.)

c. By special permission from the Government of Japan, pets having no quarantine problems may be released to the owner for a fourteen-day home quarantine. Within 72 hours after arrival on the installation with your pet contact, Zama Veterinary Treatment

Facility to initiate home quarantine paperwork.

c. Upon arrival at the International Airport, the Japanese Animal Quarantine Service will initiate a MDJ Form 270 (Pet Quarantine and Examination Certificate). Pet owners or their authorized representatives should be prepared to provide the following information:

- (1) Military mailing address
- (2) Phone number where you can be reached. (Ask your sponsor for a duty number at least.)

V. CUSTOMS WORKING HOURS:

Pets arriving on flights without owners are required to clear customs in addition to animal quarantine officials. Although Japanese Animal Quarantine Officials are available for all incoming flights, customs individuals are not and they will charge you an overtime fee to release your animal from customs if not during normal Custom's operating hours. Contact the Veterinary Treatment Facility for more information regarding animals arriving on separate planes without their owners.

VI. VETERINARY FACILITIES:

a. Camp Zama: The Army Veterinary Service, North Camp Zama. Tel: 263-3875/5059. This facility covers Sagami Depot, Sagamihara, Camp Zama, Kami Seya and Atsugi areas.

b. Yokosuka Naval Base: The Army Veterinary Service. Tel: 243-6820/7081. This facility covers the Negishi, Yokohama and Yokosuka areas.

c. Yokota Air Base: The Army Veterinary Service. This facility covers the Yokota areas and the Tokyo Embassy.

d. Kadena Air Base, Okinawa: The Army Veterinary Service, Tel: 634-1362/0181. This facility covers all military installations located in Okinawa.

e. Sasebo Fleet Activities: The Army Veterinary Service, Tel: 252-3585

f. Iwakuni Marine Corps Air Station: The Army Veterinary Service, Tel: 253-4662

g. Misawa Air Base: The Army Veterinary Service, Tel: 226-4502

ADDITIONAL INFORMATION

1. Government bus transportation from Narita Airport is on a space available basis. If you have a sponsor, be certain to let him/her know you are bringing a pet, how many pets, when you arrive, and where you will arrive. If kennel space is needed, have your sponsor make reservations for you as soon as possible to ensure space availability.

2. Pets are not allowed in transient quarters/lodges. Fees for all types of boarding are the responsibility of the owner. Kennels for reasons other than quarantine problems are available on a space available basis at Camp Zama, Yokota AB, Yokosuka NB, and Kadena AB. NO PETS ALLOWED ON ANY DOD PUBLIC TRANSPORTATION UNLESS THEY RESERVED A DUTY VEHICLE WITH

THE TRANSPORTATION DEPT. PLEASE CHECK WITH YOUR SPONSOR TO ASSIST YOU WITH THIS PROCEDURE.

3. Appointments offer veterinary Services for surgery, sick call, and vaccinations, unless it's an emergency.

4. Veterinary emergency services are offered on a limited availability only. Emergency care is primarily directed at life-threatening emergencies. A list of local Japanese Veterinarians may be obtained at Camp Zama Veterinary Treatment Facility.

5. An attending veterinarian operates Iwakuni and Sasebo Veterinary Services on a temporary basis. The military veterinarian visits these bases only a couple of days per month. Although the assigned military technician is authorized to perform certain procedures including vaccinations, most illnesses will be referred to an off-post-civilian veterinarian.

HOW TO RETRIEVE YOUR PET AT NARITA INT'L AIRPORT BY CARGO

1. If at all possible, it is best to ship your pet as excess baggage; in other words, your pet arrives with you or with one of your family members. It is much more time consuming if pets are shipped separately. For pets shipped cargo, ensure you have your **I.D. card, Travel/PCS orders, and USFJ Form 380EJ** (can be obtained from the veterinary clinic). In addition, the animal must arrive with a Health Certificate (dated within 10 days of arrival) and a current **rabies vaccination certificate** (greater than 30 days but less than one year). These forms must be presented to the Quarantine and Customs offices. You will also need Japanese Yen to cover your payments, if any, such as over night accommodation for pet and overtime pay for quarantine officials if your pet is not released during normal operating hours.

2. If you do not pick up your pet on the day it arrives, your pet will be placed in a temporary boarding facility. The charge for this facility is calculated at **cargo rate; approx. Y3000-4000 per night for animals under 50 kilograms**. They will feed and water your pet upon request. Call your airline and give your pick up date and request food and water for your pet.

3. If you pick up your pet via the Narita Shuttle bus, reservations are required from the Area Transportation Office, at Camp Zama Army Base (263-3772). You will need to inform them of the number and size of pets you will be transporting. The

duty vehicle will only take you and your pet to the Camp Zama military installation and not NAF Atsugi Base. Please make arrangements with your command sponsor in helping you facilitate a smooth move for your pet.

4. Once you arrive at the Narita Airport do to the Cargo District. This is the same building where the area cargo business functions are located. The building is about a 10-15 minute walk from the Main terminal. There is no designated transportation available, so plan on walking or taking a taxi. Directions can be obtained from your airline counter or information counter at the main terminal.



5. Once you arrival at the Cargo District you will first need to go to your Airline Office (cargo) and present your name and status (US DOD personnel) and your purpose of being there. Obtain **Air Bill and Delivery Order** from them and follow their instructions to meet your pet.

6. After receiving your pet, go to the Animal Quarantine Office located in the Cargo District. If all the paperwork is correct, your pet, if it is a dog, will be placed under home quarantine for 14 days under your custody. (Page 19, section 4, and paragraph C). If it is a cat, no quarantine is required. For other animals, consult the Veterinary clinic or Animal

Quarantine Office at Narita airport in advance.

7. After the animal quarantine office, go to the **Customs & Immigration Office** also located in the Cargo District. US DOD personnel are exempt from paying taxes on your pet. Identify yourself with your I.D. card and orders.

8. The Animal Quarantine Office and Customs & Immigration Office are open from Monday-Friday 0830-2100, Saturday 0830-1900, Sunday 0830-1700, holidays

0830-1700. Pets arriving after duty hours will be retained overnight.

9. Once your pet is released from Customs you can take it home. Please do not forget to contact Zama Veterinary Clinic. Not only will you be required to initiate paperwork to start home quarantine, but also the clinic will review your animal's health record to ensure vaccinations and heartworm testing are current.



The Housing Office

ON BASE HOUSING AT NAF ATSUGI

<http://www.housing.navy.mil/pcshouse>

BASIC ELIGIBILITY



All military members, Civilians employees of the US Armed Forces in the grade of GS-12 (pay equivalent) or higher with command sponsored family members, and single female members that are confirmed to be pregnant are eligible for government family housing. All members, including single personnel with command endorsement, are eligible for off base housing. Command sponsored family members must reside with the sponsor for at least nine consecutive months out of the year. All members must have Permanent Change of Station (PCS) orders to one of the squadrons or commands stationed at NAF Atsugi or NSF Kami Seya. A separate waiting list is maintained for authorized personnel, GS-11 and below with a transportation agreement.

AVAILABILITY OF HOUSING

NAF Atsugi is considered as a Critical Housing Area. Therefore, in almost all cases, members should expect to live on the Japanese economy until on-base quarters are available. The average waiting time for all pay grades for on-base quarters to approximately 10 months.

CHECK IN PROCEDURES

Members will be counseled on the process of obtaining off-base housing and on-base waiting status. Advance application by mail or fax has no affect on a member's placement on the waiting list. Sponsor's are placed on the list after they have signed into their new command and in-processed with housing. It is strongly recommended that any military or civilian members accepting orders to NAF Atsugi or NSF Kami Seya email the HOUSING OFFICE as soon as possible to get accurate information on off and on-base housing at atsugi@housing.navy.mil All emails will be answered within 24 working hours.

We look forward to your arrival and hope you enjoy your experience in Japan.

Express Shipment Essentials

Last pack out items

- ✓ Trash bags; paper & plastic bags
- ✓ Sponges/dish towels
- ✓ Basic cleaning supplies
- ✓ 2 linen changes/each bed
- ✓ Pillows
- ✓ Blankets
- ✓ Hangers
- ✓ Battery-operated alarm clock(s)
- ✓ 1 set bath towels
- ✓ waste basket(s)
- ✓ 1 set wash cloths
- ✓ fans/heaters
- ✓ Clothes basket
- ✓ iron/ironing board
- ✓ Toilet paper, tissue & Paper towels

- ✓ stereo equipment
- ✓ Bag of “doo-dads” & hardware
- ✓ TV/VCR
- ✓ Extension cords
- ✓ computer
- ✓ Tools
- ✓ Kitchen step stool
- ✓ First aid kit
- ✓ Sewing kit
- ✓ Apron
- ✓ lawn/folding chairs
- ✓ Phone
- ✓ Broom & dustpan

Kitchen Supplies

- ✓ Place settings for family
- ✓ colander
- ✓ cutting board
- ✓ Hand mixer
- ✓ cook book(s)
- ✓ Crock-Pot
- ✓ pitcher
- ✓ Spices
- ✓ Timer
- ✓ Spoons/forks set
- ✓ Coffee mugs/drinking glasses
- ✓ flashlights
- ✓ Serving bowls
- ✓ camp stove
- ✓ Soup/cereal bowls

Emergency Supplies

- ✓ portable radio
- ✓ Dish pan & drainer
- ✓ ice chest
- ✓ Utility knife
- ✓ Cooking/serving utensils
- ✓ Cork screw
- ✓ Measuring spoons
- ✓ Can opener
- ✓ Mixing bowls and cups
- ✓ Baking dishes
- ✓ Cookie sheet
- ✓ Asst. pots & pans
- ✓ Toaster & Toaster oven

Useful Web Site(s)

SITES *(Standard Installation Topic Exchange Service)*

<http://dmdc.osd.mil/swg/owa/WebGuard.Login?APPL=9004&RULE=01>

Department of Defense

<http://www.whitehouse.gov>

<http://www.ofc.osd.mil>

<http://www.dhs.gov>

<http://deploymentlink.osd.mil/>

<http://www.defenselink.mil/pubs/pentagon>

<http://www.dtic.mil/jcs>

United States Navy

<http://www.navy.mil>

Naval Air Facility, Atsugi Japan

<http://www.atsugi.navy.mil>

USS Kitty Hawk official home page

<http://www.kittyhawk.navy.mil>

Commander of Naval Forces, Yokosuka, Japan

<http://www.cnfj.navy.mil>

<http://www.cpf.navy.mil>

<http://www.c7f.navy.mil>

Navy Quality of Life home page

<http://www.tricare.osd.mil> *medical info

<http://www.tricare.osd.mil/beneficiary> *medical info

<http://www.ucci.com/was/uccweb/tdp/tdp.jsp> *Dental

<http://www.tricare.osd.mil/pharmacy> *pharmacy

<http://www.mwr.navy.mil>

<http://www.navy-nex.com>

<http://www.militaryinfo.com>

<http://dticaw.dtic.mil/mtom> *Military teens & military children

http://206.39.201.196/our_team/hq/org/05/food/galleylist.jsp *On-base galley info

<http://www.lifelines2000.org>

Navy on-line

<http://www.chinfo.navy.mil>

<http://www.bupers.navy.mil>

<https://mypay.dfas.mil/mypay.asp>

<http://www.airpac.navy.mil/home>

<http://www.staynavy.navy.mil>

<http://www.navyfederal.com>

Hotels in Japan

<http://www.thenewsanno.com> *service members & civilians w/ID card

<http://www.navylodge.com> *service members & civilians w/ID card

<http://www.hardybarracks.com> *service members & civilians w/ID card

<http://www.japanhotel.net>

<http://www.japan-hotels.net>

<http://www.hotelsjapan.com>

http://www.ryokan.or.jp/english/whats_en.html

On-base housing at NAF Atsugi

<http://www.housing.navy.mil/pcshouse>

BEQ/BOQ

<http://www.navfac.navy.mil/housing>

Department of Defense Education Activity

<http://www.lanham-es.pac.odedodea.edu>

<http://www.odedodea.edu>

<http://www.zama-hs.pac.odedodea.edu>

Relocating

<http://dod.mil/mapsite>

<http://www.consumer.att.com/mil/moving.html>

<http://www.militaryplanet.net/fusetalk>

<http://www.pcs-tdy.com>

<http://www.defenselink.mil/specials/itsyourmove>



Branch Medical

We Put Prevention Into Practice



[Appointments](#): We are pleased to offer you appointments for routine and urgent care versus “sick call”. Appointments reduce waiting time and allow us to best prepare for your visit. Beneficiaries without appointments are triaged based on medical acuity. Emergencies have priority, and beneficiaries with non-urgent conditions will be appointed. Thank you for your cooperation in our efforts to provide you with the highest quality primary care! To make an appointment, call the appointment desk at 264-3958 from 0730-1200 and 1300-1600, Monday through Friday. To make a same day urgent care evening appointment, please call 264-3951 after 1400.

[Primary Care Clinic](#) serves our family members, shore based active duty, and civilian beneficiaries and provides preventive, routine, and acute care. Our hours of operation in the Primary Care Clinic are 0700-1145 and 1245-1600 Monday through Friday. On Thursday, the clinic is open 0700-1145. The clinic is closed Thursday afternoons 1145-1600 for continued medical, nursing, and staff training. The Urgent Care clinic remains open during this time to meet the community’s urgent care needs.

[Immunizations Clinic](#) is open from 0730-1130 and 1300-1530, Monday through Friday, and 0730-1130 on Thursdays. No appointments are necessary, please walk in.

[Flight Medicine Clinic](#) serves our CVW5 and HSL 51 active duty personnel and the flight surgeons and aviation technicians provide preventive, routine, and acute care. Flight Medicine appointments are made by calling 264-3198.

[Urgent Care Clinic](#) provides urgent medical care for our beneficiaries on an appointment basis; triaged by a nurse. Emergencies have priority and are seen on a walk-in basis. Urgent Care appointments are available Monday through Friday 0700-2000, and weekends/holidays 1300-1700. The Urgent Care Clinic closes at 2000 on weekdays, and at 1700 on weekends/holidays. If you have a medical emergency when the clinic is closed, a physician will be made available to either treat you or have you transported to a hospital if needed.

[Emergencies](#): If you need an [ambulance](#) on base, call **119** and a military ambulance will respond. If you live off base and need an [ambulance](#) call **119** and a Japanese ambulance will respond and take you to a Japanese Hospital.

[Patient Administration](#): Call 264-3953 for information and Administration appointments.

- Overseas screens
- Exceptional Family Member Program

- Command sponsorship
- Health Benefits Advisor/Claims

[Tricare Enrollment](#): Call 264-4686 for information. Tricare enrollment and PCM assignment are completed in conjunction with medical and dental check in. Additionally, we recommend you visit or call the Tricare office for Tricare travel information prior to your scheduled travel departure.

[Put Prevention Into Practice \(PPIP\)](#): Call 264-3961 for information. PPIP is your one stop check-in/check-out for medical and dental. We also offer:

- Annual preventive health assessments
- Environmental health consultation
- Cholesterol management
- Hypertension management

[Preventive Medicine/Occupational Health](#): Call 264-3610/4125 for information.

Hours of operation may vary occasionally due to short notice operational requirements for our technicians. Our tuberculosis surveillance program and health card program for food service and child care workers are managed in this office.

Your Primary Care Manager (PCM) will make referrals for specialty care. Free transportation to the Naval Hospital in Yokosuka is available. Bus service leaves NAF Atsugi at 0715 and 1215 from Cinema 77 Movie Theater. Return trips leave the hospital at 1100 and 1500.

Your Patient Contact Representative is LCDR Vince Starks, NC, USN and can be reached at 264-4685. Please call us for your questions and we wish you a very enjoyable tour in Atsugi!

Branch Dental



Branch Dental Clinic Atsugi is a tenant activity of U.S. Naval Air Facility Atsugi, home to Carrier Air Wing Five, located on the Kanto Plain of Central Honshu Japan. It consists of 3 clinics; a main clinic located, the Flight Line Dental Clinic and The Kamiseya Dental Annex. The clinics provide primary dental care for the Wing, NAF and tenant command active duty personnel as well as family members, retired and DOD civilians. Clinic personnel consist of dental officers and support staff including two dental hygienists and two prosthodontic laboratory technicians.

Specialist Support and Referrals: All Dental Specialists are available at Naval Dental Clinic, Yokosuka. Patients from NAF Atsugi, NSF Kamiseya and Totsuka are seen at Yokosuka on referral basis. The Yokosuka Oral Surgeon has nitrous oxide and IV sedation capabilities where indicated or requested by the patient.

ORTHODONTICS: A consultation will be provided here in NAF Atsugi and you will be referred to Yokosuka or Camp Zama for treatment.

Because our orthodontic manning is currently at 50%, access to getting braces is EXTREMELY LIMITED. At this time only those patients between the ages of 10 and 16 years old are considered for orthodontic consult appointments. In order to schedule a consultation an appointment with one of the orthodontist is advised. The Sponsor must have at least one year left on station before PCS date.

CLINIC HOURS: MON – FRI from 0700-1600 HRS.
THU: 0700-1300 HRS.

SICKCALL HOURS: MON-FRI 0715-0830 HRS. AND
1300-1400 HRS.

TRAINING WILL BE HELD ON THURSDAY FROM 1300-1600 HRS.

The Chapel of the Good Shepherd

The Chapel of NAF Atsugi is the center of religious activities at Atsugi. The Protestant and Catholic Chaplains offer divine services, counseling and religious education. They are available for consultation during working hours at 264-3202/3604. From off base, call 0467-76-5972. If you need a Chaplain after hours, call the AOOD at 264-3111.



Worship Services

There are 4 main faith groups currently represented in Atsugi:
Catholic, Protestant, Full Gospel, and Muslim

Catholic Services

1700: Tue/Thu/Fri Daily Mass

1900: Wednesday Novena to our Lady of Perpetual Help

1700: Saturday Mass (fulfills Sunday obligation)

0800: Sunday Mass (Main Chapel)

1100: Sunday Mass (Main Chapel)

Confessions are heard on Saturday at 1600 or by appointment.

Baptisms, weddings, and baby dedications are arranged by appointment. Communion service is held the first Sunday of each month. Please call in advance for any schedule changes.

Marriage preparation must be arranged with the Priest at least six (6) months before planned date of marriage. Baptism preparation class is the first Monday of each month. Baptisms are held on the last Sunday of each month. Registration prior to Monday's class is required. For information regarding additional services, call the Chaplain's office.



Protestant Services

0800: Protestant Worship (Meditation Chapel)

0930: Protestant Worship (Main Chapel)

1030: Church of Christ

Full Gospel Services

1900: Friday prayer meeting (only 2nd & 4th Friday)

1300: Sunday worship

Muslim Services

1130: Friday Lay service in Chapel Lounge.

❖ OFF-BASE WORSHIP OPPORTUNITIES

Jewish: Call Yokosuka Chapel at 243-6773

Church of Jesus Christ of Latter-Day Saints:

Atsugi City Chapel, Sundays at 1300. Call 267-6541

Seventh Day Adventist: Contact Chaplain Mattison at 045-921-1857

Yamato City Catholic: Call 0462-74-1178 for information.

Bible Baptist Church: Call 0462-67-3277 for information.

CHAPELS PROGRAMS:

Catholic CCD & Adult Education: During school year, 0915-1030

Children's Liturgy: During the 100 am Sunday Mass

Protestant Sunday school: Classes offered from Preschool to Adult.

Children's Church: During Protestant morning service.

Full Gospel Sunday school: 1200 at Small Chapel

Men's Bible Study: Prayer and Reflection on God's word

Men's Power Hour: Prayer, fellowship and lively discussion of current events.

Women's Bible Study: Prayer and reflection on God's word.

Awana: Games Bible stories, and fun activities.

Youth Meetings: Youth events, fellowship, games, and activities.

Knights of St. Michael/Little Flowers (Catholic): Games, Bible study, Religious instruction for young people aged 5-12.

Options (Singles Ministry): Prayer and Reflections on God's Word.

Tagalog-English Worship and Bible Study

Fleet and Family Support Center

Information & Referral Services

Information on the community, public transportation, cultural activities, neighboring military facilities, and much, much, more.

Referrals to appropriate offices and agencies, both within and outside of the FFSC.

Liaison with NAF ombudsman Council

Management of local Ombudsman

Training program

Close rapport with regional service/helping offices and agencies

Availability of vender's coupons good for commissary savings

Maps on "How to Get There" for various regional military, shopping and cultural destinations

Relocation Assistance Program

Welcome Aboard Packets

Relocation Counseling

Sponsor Training and Support

Sites (Standard Installation Topic Exchange)

Hospitality Kits

PCSing workshops

Spouse Employment Assistance Program

See page 37 for more information

Personal Financial Management

Home Buying

Car Buying Strategies

Checkbook Mgmt & Banking Basics

Consumer Awareness

Developing your spending plan

Credit mgmt.

Financial Planning for Deployment

\$\$\$\$ & the Move

Military Pay Issues

Savings & Investment Introduction

Insurance Issues

Savings & Investments Introduction

Insurance Issues

The Basics of Retirement Planning

Mutual Fund Basics

Teens & Money

Sexual Assault Victim Intervention

(SAVI)

Critical Incident Stress Management

Training and Debriefing Sessions

SAVI Advocate Training

Victim Sensitivity Services and Training

Victim Assistance

Intercultural relations training

(ICR)

Intercultural Relations Workshops

Japanese Culture Classes

Japanese Craft Classes

Japanese Spouse Information

"Survival English"

Cultural Classes

Japanese Craft Classes

Professional Clinical Counseling Services

Personal, self-referral, counseling

Marriage workshops and counseling

Family counseling

Child development counseling and assistance

Crisis and abuse prevention intervention counseling

New Parent Support Team

Pre/Post-Natal workshops and learning opportunities
Toddler play groups and group development classes
Training in effective child-rearing techniques
Home Visitations after child's birth
Support for Breastfeeding Moms
Extensive collection of parenting books & video's.
Dad's Baby Boot Camp
Infant & Child CPR
Big Kids & Babies
Prepared For Child Birth

Retired Affairs Office

Information and assistance for retirees and their family members

Transition Assistance Program

TAP workshops for retiring and separating personnel
Veteran's benefits training and counseling
Maintenance of various job search data bases/resources

Family Advocacy Program

Counseling and assistance in dealing with family abuse, neglect problems
Provide confidential counseling & support
Building strong healthy family relationships.
Marital and family counseling

Deployment Support

Pre-deployment support and briefings
Mid-deployment counseling, training and services
Return & Reunion counseling and briefs

Adolescent Substance Abuse Counseling Services (ASACS)

Prevention and Education
Prevention groups for at-risk adolescents
Workshops, seminars, and in service training for other professionals
Printed materials on risk and protective factors
Identification and Referral
Briefings to military commands
Consultations with school personnel, parents, and other community organizations
Networking with other professionals
Counseling
Assessment, Prevention, Individual Aftercare, Group, Family

Youth Outreach Programs

Youth workshops and activities
Teen support groups
Youth Summer Hire Program
DARE
Home Alone
Intercultural Relations for Teens
Extracurricular activities
Promote Fitness for Youth

Customer Service Desk (CSD)

➤ **COMMAND MISSION**

Customer Service Desk Atsugi is at Naval Air Facility Atsugi located in Ayase, Japan. The mission of CSD is to provide primary pay and personnel services to approximately 1400 permanently assigned personnel assigned in 41-customer command and auxiliary support and approximately 1800 personnel assigned to Fleet Aviation Units. We are a “one stop” service organization that maintains pay and personnel records for the Navy contingent stationed aboard NAF Atsugi, Kamiseya, Totsuka, Camp Fuji and selected units at Yokota Air Base. Functions include military payroll and travel payments to military and civilian personnel, military educational support/examination services, passenger transportation administration and processing and issuance of Government Transportation Requests. Additionally, CSD Atsugi provides embassy services such as passport acquisition and renewal, visa acquisition and renewal, Reports of Birth Abroad, Multiple Exit/Reentry visas and other miscellaneous correspondence related to personnel/pay matters and administration.

CSD Atsugi is part of the U.S. Navy Personnel Support Activity (PSA), Pacific, headquartered at U.S. Fleet Activities, Yokosuka, Japan.

➤ **PSA PACIFIC MISSION STATEMENT**

The Personnel Support Activity Pacific Network provides pay, personnel, and passenger transportation services to DOD personnel and their families in our Western Pacific and Indian Ocean areas of responsibility through dedicated and automated resources.

➤ **VISION**

We are the premier Personnel Support Activity and we provide world-class service 4 hours a day, seven days a week, through highly trained professionals and secure, user- friendly, on-line systems. Customer satisfaction guaranteed.

➤ **GUIDING PRINCIPLES**

We are committed to:

- ❖ Accomplishing our mission through teamwork and better business practices
- ❖ Modeling the Navy’s core values: honor, courage, and commitment
- ❖ Being responsible stewards of taxpayer’s resources
- ❖ Promoting equal opportunity for all, treating everyone with dignity and respect
- ❖ Making a difference in our local communities
- ❖ Promoting the health, well-being and fitness of all members

Write us: Customer Service Desk Atsugi
PSC 477 BOX 6
FPO AP 96306-1706

Call us: (DSN) 264-3065

(From the U.S.) 011-81-6160-64-6065

(From Japan) 0467-78-5015 ext. 3065

Child Care Services

Dear Parents,

Welcome to the Naval Air Facility, Atsugi and Naval Support Facility Kamiseya, Japan Child Development Programs.

Our centers offer a combination of early childhood development and supervised learning experiences designed to meet the needs of your child through play. Our Child Development Programs provide various programs: Full Day Care, Kindergarten, Part Day Preschool, and Hourly Care for children 6 weeks up to 10 years of age. We believe a child's education begins at birth when children, in their earliest years, are exposed to varied experiences, healthy social contacts and skillful guidance that promote the most desirable kind of overall growth. Sure early growth will have an enduring, positive and profound impact upon their lives. Learning strategies, materials and a home-like environment are incorporated to enrich growth skills and ensure children grow in self-confidence, responsibility, understanding and physical well-being.

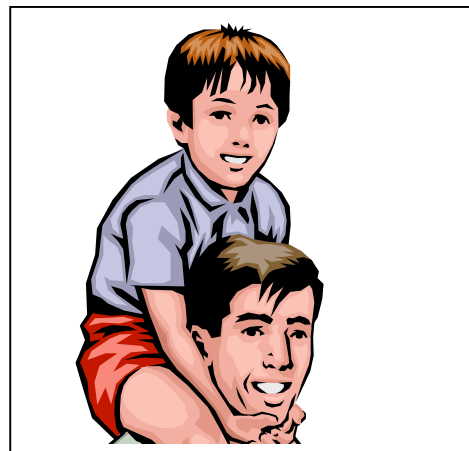
Established policies and regulations will be followed to ensure consistency and continuity in the care and educational development programs provided for our children. We encourage parents as partners in our program and welcome your feedback and suggestions as we strive to make our program even better.

Marilyn Green
Child Development Director

ELIGIBILITY

U.S. military Personnel and Department of Defense Civilians with dependent children between the ages of 6 weeks to 12 years of age are authorized patrons. Effective September 15, 1989:

1. Dual and single active duty parents have priority for Full Time Day Care Programs and will automatically go to the top of the list upon registration.
2. All other Active Duty with full-time working spouse.
3. All other Active Duty, 3.DOD Civilian employee.



PROGRAMS

1. **Full Day Care-** Atsugi's and Kamiseya's Child Development Center (CDC) has full day care for children ages 6 weeks to 5 years. Two meals and two snacks are served, two outdoor exercise periods, a rest/naptime are planned in addition two regularly scheduled age-appropriate developmental activities throughout the day. Each room is staffed with a minimum of two caregivers that get to know your child and understand his/her needs. Children are moved up to the next older room during the month following their birthday, when an opening occurs, or when the child is ready for transition (as determined by the staff). Toilet training is a cooperative effort between child, parent and staff. This is typically accomplished after the child enters a toddler room (usually after the second birthday).
2. **Kindergarten-** The Atsugi CDC houses the full day Kindergarten Program. Breakfast is offered in this program and escort service to and from Shirley Lanham is included in the monthly fee.

Kamiseya offers the same program. Parents needing before-school care can bring children to the center where breakfast is served and escort service to and from the bus stop is provided.

3. **Part Day Preschool-** This program is for parents wishing to expose their children to a group setting in a structured play environment two or three days per week. Classes for two year olds meet for 3 hours Tuesday and Thursday morning and afternoon. The three, four and five year olds meet for 3 hours Tuesday/Thursday or Monday/Wednesday/Friday. All activities are age appropriate and emotional development of children. Children must be potty trained to enrolled in the three year old class.
4. **Toddler Time-** This program is for parents wishing to expose their children to a group of children in a structured play environment two days per week. Activities are age appropriate and carefully planned to promote social, physical, intellectual and emotional development of children.
5. **Hourly Care-** Atsugi and Kamiseya provide hourly Care programs for all age groups (birth-10 years). Care is available with a reservation or a drop-in basis. A minimum fee will be assessed in the hourly care program with charges at half-hour increments. Hourly Care within the CDC will not exceed 25 hours per week. Child Development Home care providers also offer hourly childcare.

<p>Reservations for Hourly Care can be made through the program office up to two weeks in advance by calling 264-6212 between 0900-1730 hours Monday-Friday. A complete listing of Child Development Home care providers is available by calling 264-3524.</p>

6. **Special Openings-**The CDC may be contracted by any organization to open for special events. Two weeks advance notice and a guaranteed contract is required. Prepayment before services

offered and a minimum of 15 children is required. No meal is served during this time only. Snack service is available.

7. A certified provider provides Child Development Home- CDH in a home setting.

The CDC, prior to initiation of childcare services, certifies both the individuals providing the services and the occupied housing unit.

NOTE: Only two (2) children under the age of two (2) allowed in each home. Child Development Home providers receive continuous training similar to center-based staff members. CDH offers flexible hours: Full Day, Part-Day and Hourly Care. CDH specializes in mixed age groups in a family style setting. CDH enhances the development of children by creating a positive and nurturing home environment where care is provided. The priority of CDH is to ensure a safe and healthy environment while children participate in a developmental program. CDH is dedicated to the expansion of the home childcare and continuously strives to meet the changing needs of the NAF Atsugi and NSF Kamiseya communities.

Hours of Operation

Part Day Preschool:

<u>2 Yrs Old –T-TH</u>	<u>0800-1100 & 1300-1600</u>
<u>3 Yrs Old -- MWF</u>	<u>0800-1100 & 1300-1600</u>
<u>4 Yrs Old –T/TH & MWF</u>	<u>0800-1100 & 1300-1600</u>

Kamiseya:

<u>3-5 Yrs Old – M-F</u>	<u>0800-1100 & 1300-1600</u>
<u>Monday- Friday</u>	<u>0630-1730</u>

Atsugi: Hourly Care

<u>Monday – Friday</u>	<u>0630-1730</u>
<u>Friday Evening</u>	<u>1830-2400 (no dinner served; snack only)</u>
<u>First Saturday of Month</u>	<u>0700-1400</u>

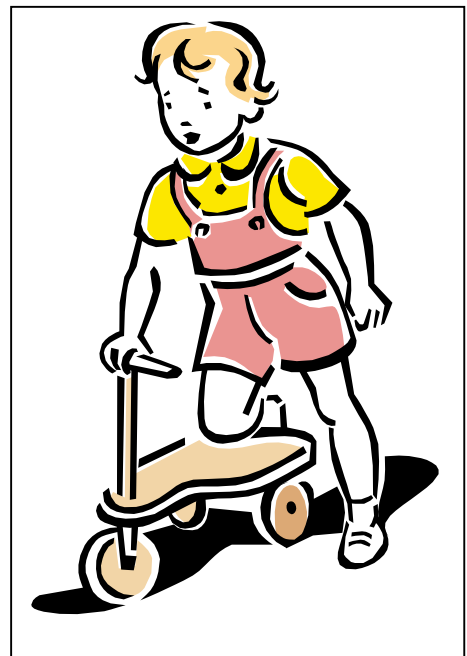
Operation Hours:

Full Day

<u>Monday through Friday</u>	<u>0615-1800</u>
<u>Friday Evening</u>	<u>1830-2400</u>
<u>First Saturday of the Month</u>	<u>0700-1400</u>
<u>Daytime and Friday Evenings</u>	<u>\$2.60 per hour</u>

Payments

Payment is required at time of pick-up, Cash, Check, Credit Cards or Voucher are accepted. Return check is \$25.00 per check per MWR. Hourly Care prepaid cards are available for purchase of twenty (20) hrs for \$50.00.



DOD School Registration

To register your child(ren) in school you will need the following documentation:

- ❖ Copy of sponsor's order or verification of employment
- ❖ Copy of dependents entry approval letter
- ❖ Current Passport or Birth Certificate
- ❖ Immunization form signed by medical clinic
- ❖ The Forms SD 600 and 2030.1 (elementary) 2030.2 (high school)
- ❖ Child's social security number
- ❖ Previous school records

NOTE: Kindergarten students must be 5 years old by October 31st to enroll
Sure Start students must be 4 years old by October 31st to enroll

It is recommended that you call ahead to make appointment to register your child.

Remember that a student without verification of adequate immunizations will not be allowed to register or attend school until documentation is provided.

Shirley Lanham Elementary School
PSC 477 BOX 33
FPO AP 96306-1299
DSN 264-3664
www.odedodea.edu
www.lanham-es.pac.odedodea.edu

Department of Army
Zama American High School
APO AP 96343-5005
DSN 263-3181
www.odedodea.edu
www.zama-hs.pac.odedodea.edu

Shirley Lanham Elementary School

PSC 477 Box 38
FPO AP 96306-1299

Shirley Marie Vance Lanham was born September 21, 1914 in Fort Collins, Colorado. Her father George owned a shoe store, and her mother Marie was an artist who painted, played the piano and was an accomplished clothing designer. Shirley attended the University of Southern California, and in 1940 she married Harvey P. Lanham, a graduate of the US Naval Academy and a career naval officer and pilot. Shirley and Harvey were devoted to each other, to their family and to the Navy. They moved 18 times in their 29 year marriage, but they felt their lives were truly enriched living in Japan and having the opportunity to make friends with many Japanese people. When the Lanhams lived at Atsugi in the 1960's, all the Atsugi children were bused to Zama and Sagami-hara to go to school. Shirley worked to have a school for Atsugi children built on this base, where her husband was a Rear Admiral. Shortly, before the school was opened in the fall of 1969, Shirley Lanham died unexpectedly of a heart attack and never got to see the school which bears her name.

Shirley Lanham Elementary School Vision:

Lanham Elementary School is preparing students for the future by teaching students how to acquire, integrate and connect knowledge to real life situations. These skills will enable them to become productive problem solvers and decision makers as they shape their world.

Shirley Lanham Elementary School Student Values:

1. I understand, appreciate and obey rules.
2. I know that teachers, parents, and other adults will help me learn.
3. I use my time in school appropriately.
4. I can tell others how I think.
5. I respect everyone.
6. Learning is good for life.

School Activities

Weekly Friday Spirit Day, PTO programs for each grade level, Homework club, Recorder club, Music/Choir Club, Book club, Safety Patrol, Student Council, Peer Mediation Team, Various study/field trips, book fair, Secret Santa Store, Mochi Pounding Day, Black History Month Celebrations and Events, Asian Pacific Heritage Month Celebrations and Events, Spirit Week, D.A.R.E., PTO Carnival, Yearbook Club, Science Club, Shirley Lanham's Birthday Celebration Day and many more.

Zama American High School

APO AP 96343-5005



Zama American High School

(grade 7th – 12th) is a United States Department of Defense Dependents School located on the outskirts of Tokyo, in the Kanto Plain Region. American families live in post/base housing at NAF Atsugi, Camp Zama, Sagamihara and Sagami Depot or housing on the Japanese economy.

Student Body: The enrollment is approximately 800 students (425 students grade 9th – 12th) whose sponsors work for the United States Department of Defense either as active duty military personnel in the United States Army, Navy, and Air Force or as DoD Civilian employees. The average stay for the majority of the students at ZAHS is three years as this is the normal tour of duty for the DoD sponsor. Approximately, 35% of the student body is bilingual with many more of the students coming from bicultural families. The varied ethnic backgrounds allows for a wide range of experiences.



Faculty: Sixty-two staff members from all parts of the United States along with a host nation instructor comprise the faculty. Seventy-five percent of the professional staff has graduate degrees. Specialists are available in reading, ESL, psychology, learning resources, talented and gifted, nursing social work and speech.

GRADUATION REQUIREMENTS: Graduation requirements, based on the year of graduation, are listed below. One-half unit of credit is received for the successful completion of each semester course.

Language Arts	4 units	Additional Math or Science . . .	0 units
Social Studies.	3 units	Fine Art	1 unit
(US Gov, & US History)		Health	0.5 unit
Mathematics	3 units		
Science	3 units		
Foreign Language	2 units		
Physical Education	1 unit		

Navy College Program

www.smart.navy.mil or www.navycollege.navy.mil

➤ NAVY COLLEGE PROGRAM (NCP)

Welcome to NAF Atsugi and to opportunities to further your education at the Navy College Program Office. We are here to assist you in achieving your military and civilian educational goals. Through active participation, you may improve your performance of military duties; enhance your qualifications; work toward a college degree; and prepare for a productive post-service career. The following describes a variety of programs available for military personnel and their families.

➤ COUNSELING:

The service of an experienced and qualified counselor is available to military personnel and family members on a walk-in basis. See your Navy College Education Counselor to request a Sailor/Marine/American Council on Education Registry Transcript (SMART). It recommends college credit for military experience and is free of charge.

➤ TESTING

The testing section offers a wide variety of examinations through the Defense Activity for Non-Traditional Education Support (DANTES). The following exams are available at the Navy College Office:

- ☐ College Level Tests (DSST)
- ☐ Excelsior College Exams
- ☐ ACT's, and SAT's

- ☐ CLEP and others.


➤ FINANCIAL AID


Tuition Assistance (TA)-for active duty military, 100% of the COST OF TUITION for each class with a MAXIMUM of \$3000. Based on 12 SEMESTER HOURS & 4 classes per fiscal year. An education counselor must counsel you before TA can be authorized and before registering. PELL grants-authorized by the Higher Education Act of 1972 to assist students in pursuing their first undergraduate degree. Applications are available in the Navy College Office, schools or on the web www.fafsa.ed.gov
Navy-Marine Corps Relief Society (NMCRS)-provides Spouse Tuition Aid up to 50% of tuition cost for eligible spouses.

The Atsugi Enlisted Spouses Association and Atsugi Enlisted Spouses Association provides scholarships for spouses enrolling in college courses. Veterans' and other benefits may also be available to you and your family members.

➤ **ACADEMIC INSTITUTIONS**

 Central Texas College (CTC) offers courses leading to an Associate Degree. Starting Fall 2003, City College of West Los Angeles will replace Central Texas College.

 University of Maryland (UMUC) offers courses leading to both Associate & Bachelor Degrees in several different areas.

 Navy College Learning Center (NCLC)-PLATO Learning System provides individualized self-paced, computer-based instructions.

Spouse's FYI (For Your Information)

Atsugi Enlisted Spouse Association

PSC 477 Box 89
FPO AP 96306-1299

AESA (Atsugi Enlisted Spouse Association) was established in 1996 in response to an instruction governing the Ombudsman Program. Historically, the Ombudsman here at NAF Atsugi “owned” and operated the Second Fiddle Thrift Shop. The new instruction prohibited the holding of funds by any Ombudsman organization in the Navy. The NAF Atsugi Commanding Officer and Commanding Master Chief at the time decided to promote a base wide enlisted spouse club that would assume operation of the Second Fiddle and administer a club to achieve very specific goals.

Eligibility

- ✓ Enlisted member spouse
- ✓ Civilian employee spouse, GS-6 and below
- ✓ No membership dues
- ✓ SOFA sponsorship from NSF Kami Seya, NRTT Totsuka, NAF Atsugi

Atsugi Officers' Spouse Association

PSC 477 Box 17
FPO AP 96306-1299

Atsugi Officer's Spouse Association organizes a ton of activities within the organization and especially with the host nation military spouses. This organization sponsors a lot of fundraising activities and provides college scholarships to servicemember spouses.

Eligibility

- ✓ Officers spouse
- ✓ Civilian employee spouse GS-7 and above
- ✓ No membership dues
- ✓ All DoDDS personnel

FLEET AND FAMILY SUPPORT CENTER Spouse Employment Assistance Program (SEAP)

Here at NAF Atsugi the following is provided to assist you in obtaining the information, skills, and support you need. Call the Fleet and Family Support Center at 264-3628; come by to enroll in classes or make appointments with the SEAP counselor.

➤ **Workshops & Individual Counseling:**

Employment Opportunities in Japan, Government Application Tips, Teaching English in Japan, Volunteering Opportunities and Benefits, Military Spouse Preference Information Sheet and many other opportunities available during your stay at NAF Atsugi.

More Web Site Tips!

➤ Department of Defense Education Activity

<http://www.lanham-es.pac.odedodea.edu>

<http://www.odedodea.edu>

<http://www.zama-hs.pac.odedodea.edu>

➤ Military Spouse

<http://www.milspouse.com/html/>

<http://www.cnfj.navy.mil/PAO/Release03-04.htm>

<http://navywife.lifetips.com/OurGurus.asp>

<http://www.lifelines2000.org/home.asp>

<http://www.nmcrcs.org/education.html>

<http://www.militaryspousebn.com/>

<http://www.surfacespouses.navy.mil/>

<http://www.nationalservice.org>

<http://www.uso.org>

Japan: The Basics



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Japan: The basics.

Japanese currency

通貨

<http://www.oanda.com/converter/travel?lang=en>



1,000 yen (sen)



5,000 yen (go sen)



10,000 yen (ichi man)



500 yen coin (go hyaku)



Japanese Coins (from left to right)
100 yen, 50 yen, 10 yen, 5 yen, 1 yen

exchange counter for some snacks or for emergency essentials.

- Dabble on a variety of Japanese dishes at the airport or out in town. Visit some websites on the preceding pages to get a better grasp of the food culture.
- Demystified: Japan is an island nation which is surrounded by water, has a ten thousand year old culture, intriguing mix of bustling modern cities, tranquil mountain villages Zen gardens, and huge wooden temples_

Season/Weather

お天気

Spring (late March ~ May) spring is one of the most pleasant times of the year. The cold winter subsides, a warm wind blows from the south, and beautiful blossoms of plum and cherry trees start to appear. The school and working year starts on April 1st, coinciding with this season.

Summer (June ~ September) Japan is visited by the *-tsuyu* - rainy season in June to July. But when it ends, summer comes on in full force, and the heat and humidity can be tremendous.

Fall (October ~ November) Japan's most spectacular autumn color seasons explodes

Winter (Dec ~ March) winter in Japan is cold. Northern and central Japan receives heavy blankets of snow, offering many opportunities for some great skiing.

- It is recommended that at Narita Intl. Airport purchase about \$100 dollars worth of Japanese yen (円) at the money

How to use the Public Telephone



There are public telephones at the airport, around the train stations and in shopping districts. There are *two* kinds of public phones; green telephones and gray-colored digital telephones with capability of ISDN data links. Both types accept either coins or telephone cards.

Please note that change will not be returned when you use a 100-yen coin. You can buy a telephone card from a vending machine, which are often installed near phone booths or 24-hour convenience stores.

How to make a local call.

To use a public phone, lift the receiver, listen for the dial tone, deposit a coin or telephone card in the designated slot and dial the number. A one-minute call to nearby areas costs 10 yen. A 10-yen coin lets you talk on the phone for one minute. If you want to talk longer, put another 10-yen coin into the slot. When using a telephone card, the card's remaining value is indicated

How to make an international call.

You can make an intl call from a NTT (gray color) or KDD (red and silver color) public telephone (for intl. call) using 100-yen coins or a telephone card.

To make an intl. direct call Dial the access number (NTT:0033, KDD:001) + country code + area code+ telephone number

(For example to make a call to Los Angeles from Japan on a NTT public phone, dial 0033-1-213-5500)

How to make a collect call.

Dial 0057, say English please and proceed with telling the operator the country code, area code and telephone number.

WEB sites

Cuisine

<http://www.japan-guide.com/e/e620.html>

TEA culture

<http://www.ocha.net/>

Japan Train System

<http://www.jreast.co.jp/e/index.html>



Useful Japanese phrases

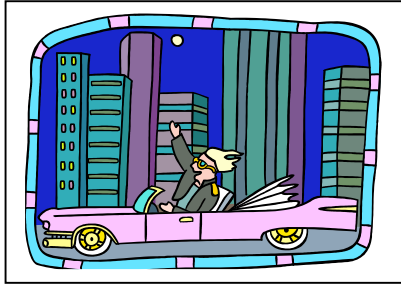
Upon Arrival:

Where is ()? () wa doko desuka? ()は、どこですか？

DOD Counter	bei-gun kauntaa	米軍カウンター
Bus stop	basu tei	バス停
Toilet (restroom)	toire	トイレ
Restaurant	resutoran	レストラン
Lost & found	ishitiu-butsu	遺失物届所
Police station	koban	交番
Currency exchange	ryogae-jo	両替所
Public phone	kooshuu denwa	公衆電話
Drug store	yakkyoku	薬局
First aid station	kyuugo-shitsu	救護室
Will you help me?	Tasukete kudasai.	助けてください。
Do you speak English?	Eigo wo hanashi masuka?	英語を話しますか？
Excuse me.	Sumimasen.	すみません。
Please say ().	() itte kudasai	()言ってください。
Again.	Moichido	もう一度
Slowly	Yukkuri	ゆっくり
in English.	Eigo de	英語で
in Japanese	Nihongo de	日本語で

Everyday:

Good Morning	Ohayo gozaimasu	おはようございます。
Good Afternoon	Konnichiwa	こんにちは。
Good Evening	Konbanwa	こんばんわ。
Good Bye	Sayonara	さようなら。
How are you?	Ogenki desu ka?	お元気ですか？
Fine, thank you.	Hai, genki desu.	ハイ、元気です。
I am pleased to meet you.	Hajimemashite.	はじめまして。
Nice to meet you.	Dozo Yoroshiku.	どうぞよろしく。
What is your name?	Onamae wa nan desu ka?	お名前は、何ですか？
My name is (_____).	Watashi wa desu.	私は、()です。
I don't speak Japanese.	Nihongo wo hanshimasen.	日本語を話しますか？
I am sorry.	Gomen nasai.	ごめんなさい。
Do you understand?	Wakarimasu ka?	わかりますか？
Yes, I understand.	Hai, wakarimasu.	はい、わかります。
Please	Dozo	どうぞ。
Thank you	Domo arigato gozaimasu.	どうもありがとうございます。
You are welcome	Doitashi mashite.	どういたしまして。
Please wait a moment	Chotto matte kudasai	ちょっと待ってください。



Buying a vehicle in Japan

The MINIMUM requirements, which must be met

Prior to purchasing a vehicle are:

-
- a. E-4 and below must have an approved request chit to own a vehicle by their Officer-In-Charge (OIC) or Department Head.
 - b. E-1 to E-6 twenty-six (26) years of age and younger must have completed NAF Atsugi's AWARE class (or any CAAC level program) and present a copy of the certificate of completion.
 - c. Must have a valid USFJ Form 4/4EJ operator's license.
 - d. Must have a Military/Civilian/Family Member (Uniformed Services of the U.S.) Identification Card.
 - e. Power of Attorney (POA) if not the sponsor.
 - f. Proof of employment with/copy of PCS orders to NAF Atsugi if not listed in the command alpha roster.
 - g. Six (6) months or more initial liability insurance on the vehicle.

NOTE: Personnel are limited to one vehicle per licensed driver, with a maximum of three per family unless otherwise authorized by NAF Atsugi Commanding Officer (16-18 years old family members with an "ON-BASE ONLY" stamp across their licenses do not meet the requirements for an additional vehicle). Also, only military and self-sponsored employees are authorized to register vehicles. Family members cannot register vehicles in their own name; however, they can act on behalf of their sponsor with a valid Power Of Attorney (POA).

2. Buying a vehicle (registered at NAF Atsugi) from another USFJ member:

- a. Both buyer and seller must report to the Vehicle Registration Office (VRO) with the minimum requirements stated in paragraph 1.

NOTE: There must be at least 30 days remaining on weight tax, Japanese Compulsory Insurance (JCI) and base (safety) inspection.

- b. Complete a Bill of Sale with a VRO representative and fill-out the Land Transportation Office (LTO) vehicle transfer forms.

c. A VRO representative will then verify the forms, stamp them official and scrape the decal off the vehicle being purchased and then issue a five (5)-working days temporary vehicle pass to the new owner.

d. Proceed (new owner only) to the appropriate LTO. REGULAR SIZE CARS: Sagami LTO (Atsugi & Kamiseya personnel) and Yokohama LTO (CTF-72 personnel). MOTORCYCLES & MINI CARS: Ayase Mini Car LTO (Atsugi & Kamiseya personnel) and Naka Ward Office (CTF-72 personnel).

e. Return to NAF Atsugi VRO to receive the Military Registration & Certification of Title (NAFATSUGI Form 5800/430) and a current USFJ base decal.

3. Buying a de-registered vehicle (no license plates) from a Japanese Dealer.

a. Stop by the VRO to receive a check-off sheet of the papers required from the seller.

b. Meet all minimum requirements as stated in paragraph 1.

c. Obtain the Japanese Title (de-registered) and Bill of Sale upon payment (from the dealer).

d. Purchase twenty-five (25) months JCI.

e. Report to the VRO, and obtain a temporary license plates application form.

f. Proceed to the appropriate City Hall (Ayase City- Atsugi & Kamiseya personnel, Yamato City-CTF-72 personnel) for the issuance of temporary plates and attach them to the vehicle.

g. Return back to the VRO to obtain a temporary vehicle pass valid until the expiration of the temporary plates and fill out LTO initial registration paperwork.

h. Get a satisfactory base safety inspection from either the Navy Exchange (NEX) garage or the Camp Zama AAFES garage.

i. Proceed to the appropriate LTO as stated in paragraph 2d. At the LTO, you will pay weight tax, road tax, initial registration fee, license plate fee, receive new "Y" plates and registration papers in your name.

j. Return the temporary plates to the appropriate City Hall. (NOTE: Ensure City Hall representative sign/stamp the returned temporary plates verification memo).

k. Return to NAF Atsugi VRO to receive the Military Registration & Certification of Title (NAFATSUGI Form 5800/430) and a current USFJ base decal.

4. Buying a registered vehicle (with plates) from a Japanese National or Dealer.

- a. Stop by the VRO to receive a check-off sheet of the papers required from the seller.
- b. Meet all minimum requirements as stated in paragraph 1.
- c. Bring in all paperwork listed on the check-off sheet, the Japanese registration and JCI.
- d. Receive a five (5)-working days temporary vehicle pass from the VRO and fill out LTO initial registration paperwork.
- e. Get a satisfactory base safety inspection from either the NEX garage or the Camp Zama AAFES garage.
- f. Proceed to the appropriate LTO as stated in paragraph 2d. At the LTO, you will pay weight tax, road tax, initial registration fee, license plate fee, receive new "Y" plates and registration papers in your name.
- g. Return to NAF Atsugi VRO to receive the Military Registration & Certification of Title (NAFATSUGI Form 5800/430) and a current USFJ base decal.

NOTE: VEHICLES SHIPPED INTO JAPAN FROM THE U.S. OR FROM OTHER BASES IN JAPAN ARE DEALT WITH DIFFERENTLY. BEFORE YOU RECEIVE CUSTODY OF THE VEHICLE, PLEASE REPORT TO THE VRO FOR THE PROPER PAPERWORK AND GUIDANCE.



WEB SITES ABOUT JAPAN

Japan Country profile

<http://usembassy.state.gov/tokyo>

<http://travel.state.gov/japan.html>

Guide to Japan

<http://www.japan-guide.com/e/e641.html>

<http://lcweb2.loc.gov/frd/cs/jptoc.html>

<http://www.countryreports.org/history/japahist.htm>

<http://www.iexplore.com/dmap/Japan/History>

<http://www.infoplease.com/ce6/world/A0858985.html>

Japan – Diplomacy

<http://www.mofa.go.jp>

<http://www.kantei.go.jp/foreign/index-e.html>

<http://www.jda.go.jp/jasdf/indexe.htm>

Japanese military “Self Defense Force”

<http://www.jda.go.jp/jasdf/indexe.htm> Air Defense Force

http://www.jda.go.jp/jgsdf/index_e.html Ground Defense Force

http://www.jda.go.jp/JMSDF/index_e.html Maritime Defense Force

http://www.jda.go.jp/JMSDF/english/index_e.htm Maritime Defense Force

Newspaper in Japan

<http://www.estripes.com/index.asp>

<http://www.japantimes.co.jp>

<http://www.yomiuri.co.jp/index-e.htm>

<http://www.mainichi.co.jp/english>

<http://www.asahi.com/english>

<http://www.nni.nikkei.co.jp>

Magazines about Japan (E-Zines)

<http://www.tokyo.to>

<http://www.weekender.co.jp>

<http://www.hiraganatimes.com/index.html>

<http://www.kto.co.jp>

<http://www.weeklypost.com>

<http://www.yoke.city.yokohama.jp/indexe.html>

Japan Anime (Animation)

<http://www.productionig.com>

<http://www.kodanclub.com>

<http://www.nausicaa.net/~miyazaki>

<http://www.shogakukan.co.jp/english>

http://www.tatsunoko.co.jp/index_E.html

Japanese Language

<http://www.japanese-online.com>

<http://japanese.about.com>

<http://www.savergen.com/onldict/jap.html>

<http://www.thejapanesepage.com>

<http://sp.cis.iwate-u.ac.jp/sp/lesson/j/doc/japanese.html>

Teaching English in Japan

<http://www.teaching-english-in-japan.net>

<http://www.teachinginjapan.com>

<http://www.wizweb.com/~susan/japan>

<http://www.eltnews.com/home.shtml>

Kids in Japan

<http://www.iinjapan.org/kidsweb>

<http://www.ainj.com/kids.htm>

<http://jin.jcic.or.jp/kidsweb/link.html>

http://www.jp.from-hanna.com/daily/raising_kids

<http://www.travelforkids.com/Funtodo/Japan/mie.htm>

<http://www.atozkidsstuff.com/japan.html>

<http://www.tokyowithkids.com>

<http://www.asahi-net.or.jp/~ja8i-brtl/index.htm> (*home schooling in Japan*)

Kindergarten, Elementary, Junior High and High Schools in Japan (for students who wants to attend Japanese schools)

<http://www.ne.jp/asahi/ryosei/yochien> *a preschool/kindergarten*

http://educationjapan.org/jguide/school_system.html

<http://home.inter.net/glaabs/HtSchool.html>

<http://www.city.yokohama.jp/me/naka/contents/english/office/services/children/education.html>

Japanese Cuisine (Food)

<http://www.kikkoman.com>

<http://www.nihongo.org/english/culture/food>

<http://www.japan-guide.com/e/e620.html>

<http://www.theblackmoon.com/Jfood/food1.html>

<http://www.amphi.com/~psteffen/fmf/food.htm>

http://www.tasteofculture.com/display-text.php?pd_key=28

<http://www.eatsushi.com>

Japanese Baseball League

<http://www.npb-bis.com>

Japan: Outdoors Recreation & Travel

<http://www.jinto.go.jp>

<http://www.outdoorjapan.com>

Japanese Cellular Phone industry

<http://www.j-phone.com/scripts/english/top.jsp>

http://www.nttdocomo.co.jp/english/p_s/products/index.html

<http://www.wirelesswatchjapan.com>

<http://www.3gtoday.com/apps/foma.html>

Japan Tea Culture

<http://www.o-cha.com>

<http://www.wakjapan.com/english/tea.html>

<http://www.teahyakka.com>

<http://www.japanesetea.co.uk>

Travel in Japan

<http://www.jinto.co.jp>

NAF Atsugi, Telephone Directory

Admin, NAF	264-3105
AIMD Officer	264-3265
Air Operation Admin Office	264-3806
Air Terminal (0600-22000)	264-3803/3118
American Red Cross	264-6794/3157
CDC Front Desk	264-3588
CDC Hourly Care	264-6212/6365
Central Texas College	264-3530
CFWP Admin	264-3545/3270
CMC	264-3219
Chapel Admin & Staff	264-3202/4146
CO/XO Office, NAF Atsugi	264-3674
CSD	264-3657
CTF72/57 Admin (Kamiseya)	265-8599
CVW-5 Duty Office	264-3251
DAPA, NAF	264-3113
DCMC Pacific	264-3190
Drivers License (POV)	264-3794
Education Center (Navy College Office)	264-3280/3046
Education Center Fax	264-3356
FASO	264-3231/3232
Fleet Imaging Center	264-6227
Fleet & Family Support Center	264-4189/3628
Health Risk Communication	264-4923
Housing Office	264-3795/3887
HS-14	264-3262
HSL-51	264-3975/3976
Kamiseya Admin	265-8359/8354
Learning Center, Navy College	264-4465
Maryland University	264-3785
MSO	264-3695
NAF Admin	264-3105
NAF CEO	264-4458/4459
NAF CMC	264-3219
NAF CDO	264-3100/3111
NAF DAPA	264-3113
NAF OOD	264-3100/3111
NAF CO/XO Office	264-3104
NAMTG Det 2004	264-3159
NAPRA	264-3183/3532
Navy College Office	264-3280/3046
Navy College (Fax)	264-3356
Navy College Learning Center	264-4465
NAF Kami-Seya	265- 8359/8354

OOD	264-3100/3111
Personal Property	264-3131/3754/4138
Post Office	264-3570/3239
Quarterdeck	264-3100/3111
Security Officer	264-4446
SLE School	264-3664
University of Maryland	264-3785
VAQ-136	264-4503
VAW-115	264-3688
VFA-27	264-3496
VFA192	264-3595
VFA-195	264-3222
VF-154	264-3886/4936
VRC-30	264-3374
VS-21	264-3361